

# VESPER INSTITUTE

## Vesper Institute Dental Assisting



Ohio State Board of Career Colleges and Schools  
School Registration No. 2210

## Course Catalog

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### Welcome:

Welcome to Vesper Institute. We look forward to sharing our knowledge and experience in the dental field. We are here to help you through this process and beyond. This handbook will serve as a guide for you during your time here.

Our goal is to ensure you have the confidence and skills needed to be a dental assistant. Although we have tried to include everything in it, if you have any questions or concerns, please do not hesitate to ask one of our staff. Good luck! We wish you nothing but the best in the journey ahead of you!

### Our Mission:

To elevate the level of education the dental industry provides. Our goal is to prepare dental assistants for the community that have been provided the latest in science, technology, and education. We aim to provide our students with a basic understanding of the field of dentistry and help them obtain the skills necessary to have a successful and rewarding career.

### Program Overview:

The **Dental Assisting** course offered here is a 13-week program consisting of 96 hours (12 weeks) of instruction and practical training, as well as a 40-hour internship/externship.

A total of 40 hours of internship/externship are required. Twenty (20) of those hours will be provided as an internship at an Advance Dentistry office during the 12 weeks of instruction. Students have an additional week to make sure that the other twenty hours of internship/externship have been completed.

This 40-hour internship/externship, plus the 96 hours of instruction and training, will total 136 hours of instruction (13 weeks total).

### Goal and Objective:

To prepare each student for a career in the field of dentistry. This course schedule is designed to meet vocational goals and objectives. Each week the student will receive 4 hours of lecture and video instruction with approximately 4 hours of clinical or hands-on lab instruction. Homework will be expected to be completed before class time each week.

### Internship:

The program's internship component is designed to give students additional hands-on training that they wouldn't get in a classroom setting. They will develop practical skills while becoming familiar and comfortable working with/ around patients.

Vesper Institute provides 20 hours of internship for its students. Students will need to acquire an additional 20 hours of externship outside of Vesper Institute. Students have a total of 13 weeks to finish the internship/externship requirement. Failure to complete the internship within the 13-week time frame will result in Failure of the course.

The students will work directly under the supervision of a licensed dentist and their team. This will give the students valuable experience while assisting the doctor chairside and being directly involved with sterilization and front office. Internship activities will include sterilization, tray set ups, autoclave, proper handling of dental instruments, assisting the doctor during procedures, answering the phone, accounts receivable, making appointments, etc. The doctor will ensure that the required 20 hours is completed with a pass/fail grade. Students must receive a “pass” grade on their internship to graduate from the program.

#### Admissions Policy is as follows:

##### Student Attire and immunization requirements:

Students are required to purchase black scrubs and a white lab jacket. Our training will take place in the actual dental facility of Advance Dentistry at 5823 Wooster Pike. We will be required to adhere to the Osha rules and regulations for Dental assistants. Students must wear comfortable, clean tennis shoes or nursing shoes.

Students must bring proof of Hepatitis B immunizations prior to your first class. We will keep this in your student file.

Students must be a high school graduate with a diploma or equivalent GED.

##### To Apply:

Applicants can obtain an application form from Joy Cooper, 5823 Wooster Pike, Cincinnati, OH 45227 or from our web site. Applications must be submitted with a \$75.00 application fee to the address above, no later than 3 days before the start of the next class. If submitted less than 3 days prior to the start of the session and there is sufficient room to allow the student in, the student will be admitted. If class size is full, then the student will be allowed to start at the next session date.

##### The Standard and Grading for student achievement is as follows:

Passing scores or evaluations are 80% and higher. Failing scores or evaluations are 79% and less. Mid-term and Final written exams, as well as Competencies and Internship must each receive a Pass for graduation. Quizzes are scored weekly and cumulatively count for 10% of the overall grade. Students must pass the Practical Exam with a score of 80% or better to pass the course.

### Tuition and Fees for Current Term Payment:

Registration Fee.....	\$75.00
Laboratory Fee.....	\$400.00
Tuition.....	\$3,025.00
<b>Total Cost.....</b>	<b>\$3,500.00</b>

All tuition and fees are payable for one academic term only. Payment is due prior to the start of classes each term.

Total projected cost of program at current tuition and fee rates: **\$3,500.00**

Tuition and fee charges are subject to change at the school's discretion. Any tuition or fee increases will become effective for the school term following student notification of the increase.

### Cancellation and Settlement policy:

This enrollment agreement may be canceled within five calendar days after the date of signing provided that the school is notified of the cancellation in writing. If such cancellation is made, the school will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement and the refund shall be made no later than thirty days after cancellation. This provision shall not apply if the student has already started academic classes.

### Refund Policy:

If the student is not accepted into the training program, all monies paid by the student shall be refunded.

Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. There is one (1) academic term for this program that is 116 clock hours in length. Refunds for tuition and refundable fees shall be made in accordance with following provisions as established by Ohio Administrative Code section 3332-1-10:

- (1) A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
- (2) A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
- (3) A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
- (4) A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
- (5) A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds

shall be based upon the last date of a student's attendance or participation in an academic school activity.

#### **Complaint or Grievance Procedure:**

All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio, 43215, Phone 614-466-2752; toll free 877-275-4219.

#### **Criteria for Graduation:**

Students must pass two written exams, the Mid-Term and the Final, weekly quizzes, weekly competency work and the Internship as listed above to graduate.

Students must also be in attendance of at least 90% of program attendance. Students must also successfully complete the radiology course provided by the Cincinnati Dental Society and be able to fulfill the requirements set forth in the Ohio state dental board regulations for the radiology license.

Each student must receive a score of 80% or higher on each of the Mid-Term and Final Exams to Pass this course. Scores of 79% or lower on Midterm or Final Exams will result in failure of this course. Weekly quizzes from the workbook and in the lab will be graded and will count 10% of the overall grade for the class. Competency work will be evaluated weekly on a pass/fail basis. If a student should fail a practical lab they will have the once chance to retake and pass. There is no retake on the Practical Final Exam which is given in week 12. Students must complete 40 hours of internship and receive an evaluation of Pass to pass either course.

An evaluation of failure from the internship requirement will result in failure of either course as well.

#### **Upon graduation, students will be awarded a certificate of completion to denote their achievement.**

- Midterm and Final Exam = 60%
- Midterm and Final Lab Practical = 30%
- Weekly quizzes = 10%

Student's progress will be evaluated by weekly quizzes with questions coming from the homework, and evaluation of competency labs. Students will receive a Progress Report every two weeks, which will include status of Pass or Fail and course of action to improve in the case of failure. If the student has not made satisfactory progress by the next progress report (two weeks) then they will receive a notification to be dropped from that course

session and allowed to retake the course starting at the next session. Failure to attend the next session will result in an automatic F for the course.

**If a student should fail the Midterm exam, they will have one chance to retake it. All retakes must be taken within two weeks of failed exam or competency and retake scores are used to determine pass or fail. Final exam and Practical exam cannot be retaken in the event of failure.**

#### Each student must receive/attend

- Weekly Quizzes/ Lab work : 80% or higher (cumulative)
- Mid-Term Exam (written) : 80% or higher (one re-take)
- Final Exam (written) : 80% or higher (no re-take)
- Practical Exam : 80% or higher (no re-take)
- Internship : Pass/Fail
- Attendance : 96 hours Lecture with Lab/ 40-hour internship

#### Dental Assisting Course Calendar:

Each course session is a thirteen (13) week course, consisting of 96 hours of instruction, along with a 40-hour internship that takes place during the course of the thirteen weeks.

Instruction is given weeks 1-6, with a midterm exam given on week 7. Instruction is given weeks 7-12, with a final and practical exam given on week 12. Students have an additional week to get their internship/externship completed.

There are five course sessions a year, January, April, July, October, and November. Unless students are notified otherwise, classes will not meet on the following legal holidays.

#### Holidays observed by Vesper Institute:

- New Year's Day
- Veteran's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

#### Start dates are:

- July 23rd
- October 4th
- November 5th
- January 14th

### **Absences, Tardiness, Makeup work, and Leave of Absence Policies:**

Since excessive absences or tardiness may affect the quality of a student's academic performance, the College expects all students to attend classes regularly. Faculty members are free to determine their own policies regarding irregular class attendance.

Students must complete all assignments, examinations, and other requirements in all their courses. Absence does not constitute exemption from such obligations, and it is the student's responsibility to take the initiative in making up any work missed.

Students must be aware, however, that the opportunity to make up an examination is not a student right, rather it is a privilege granted under special circumstances. Faculty members are free to determine their own policies regarding make-up examinations, except those examinations must be offered for absences due to religious observances, hazardous weather conditions, or due to verifiable medical reasons. In the event of hazardous driving conditions due to inclement weather when the college remains open, students should make their own determination whether to attempt to travel to class based on safety considerations. Where appropriate, faculty will allow students who miss class under these conditions an opportunity to make up work missed.

Excessive absences, however, may not be appropriate to continue in the course. Students must be informed, in writing, at the beginning of each semester of the make-up examination policy for each course. Additionally, excessive absences may result in suspension or termination from the school. Students should be aware that non-attendance at classes will not result in automatic withdrawal from a course. Unless the student initiates a formal course withdrawal, non-attendance will result in an "F" grade. The school will review requests for leave of absence on a case-by-case basis.

### **Rules of Conduct and Appearance:**

Saturday classes begin promptly at 8:00am and run until 5:00pm.

Tuesday/Thursday classes begin promptly at 5:30pm and run until 9:30pm.

If you are running late, you must call the instructor to let them know your approximate time of arrival. Students must wear uniforms or scrubs and clean tennis shoes or nursing shoes with socks during class instruction. Students must wear safety equipment (safety glasses, gloves, and masks) during all lab and operatory instructions. Students must not eat, drink, smoke or chew gum during class instruction. Students must not be disruptive during class time or interfere with the instruction of other students. Failure to follow these requirements for conduct and appearance are grounds for dismissal. Students caught cheating on exams will NOT graduate this course and receive a grade of F on the final. We will not tolerate cheating of any kind.

A student who was enrolled previously in an academic term, who has been out of school longer than eighteen months and who withdrew prior to completion of requirements, may apply for re-enrollment by contacting the campus admissions department. Re-Enrolling students are subject to the programs, policies, procedures, tuition, and fees outlined in the



catalog in effect at the time of reenrollment. Vesper Institute reserves the right to deny re-entry to any person for any nondiscriminatory reason.

A student dismissed for unsatisfactory academic progress, disciplinary reasons, or attendance is required to wait for at least one complete semester before applying for re-admission. If permitted to return in a subsequent quarter, the student will be enrolled with probationary status for the next class session. During the period, the student must attain Passing status for the units attempted for the session. Vesper Institute reserves the right to deny re-entry to any person for any nondiscriminatory reason.

**Student Services:**

Upon satisfying the requirements, students will receive a certificate of completion, a transcript, and a letter of recommendation. Students can obtain additional copies of certificates, transcripts, or letters for \$10.00 each. Students must make a written request including their name and address where the documents should be sent, which documents and quantity with an enclosed check for the appropriate amount. The request must be addressed and checks payable to:

**Vesper Institute**  
5823 Wooster Pike,  
Cincinnati, OH 45227

## Dental Assisting Course Description

### Course Content Outline:

The following subjects are covered in depth from both a didactic and a practical clinical experience. The morning lecture is followed by an afternoon of clinical, "hands on" training in our *state-of-the-art* practicing dental office. During their course of study, the students learn the operation of all equipment, instrumentation and materials commonly used in a general dental practice. All students receive more than 8 hours of instruction in radiology. Our students have been trained in many of the "expanded duties" as well. Details of the student's extensive clinical training are outlined below by weeks.

Vesper Institute reserves the right to change programs, start dates, and tuition, as well as to cancel programs. Any changes will be made in accordance with the rules of the regulatory agencies that oversee our schools. Please see the state specific catalog supplement to find information regarding your school location.

WEEK	COURSE WORK	DESCRIPTION
<p><b>WEEK 1</b></p> <p><u>Chapters:</u> 2, 3, 4, 5, 32, 25, 10, 11, 12 - In class</p>	<p>Orientation-School policies Dental Healthcare Team and Profession, Dental Ethics, Dental Law, HIPAA, CDC, OSHA, Infection Control, Dental Records and Safety</p> <p>Dentistry 101 IN CLASS: HIPAA, Sterilization, Team Roles, Dental Anatomy, Dental Procedures</p>	<p><u>Lab:</u> Introduction to Dental Office, Patient Records and Safety, Ergonomics Dentistry 101 Course in Class Dental Charting, Teeth Numbers</p> <p><u>Internship:</u> 4 hours observing different roles in office: Must come back with names of each role and what you enjoyed/didn't enjoy from each role.</p>
<p><b>WEEK 2</b></p> <p><u>Chapters:</u> 19, 20, 21, 22, 23</p>	<p>Dental Anatomy/Terminology continued, Infection control, Disease Transmission, Sterilization, Instrument and Equipment sterilization, Waterlines</p>	<p><u>Lab:</u> Review Dental Charting, Teeth Numbers, Retraction/Suctioning</p> <p><u>Lab:</u> Treatment room disinfection, handpiece care and maintenance, instrument and equipment sterilization.</p> <p><u>Internship:</u> Sterilization 4 Hours in Clinic</p>

<p><b>WEEK 3</b></p> <p><u>Chapters:</u> 13, 14, 15, 26, 27, 28,</p>	<p>Dental Diseases, Prevention, Hygiene Assisting. Dental Records and Safety, Vital signs</p>	<p><u>Lab:</u> Dental Charting, Teeth Numbers, Retraction, Suction Placement, Cotton Roll Placement</p> <p><u>Internship:</u> 4 Hours Suctioning Hygiene</p>
<p><b>WEEK 4</b></p> <p><u>Chapters:</u> 38, 39, 41, 42, Certification</p>	<p>Radiology X-ray techniques, Use of rinn holders, bitewings, panoramic and exposure methods</p>	<p>Radiology</p> <p><u>Lab:</u> Radiograph techniques/Review what procedures need what x-rays. Decay-PA and Bwx,, Perio-FMX, Pan</p> <p>Go over NP Exam</p> <p>Take Certification in Class for X-rays</p> <p><u>Internship:</u> 4 hours Taking X-Rays @ NP Exam</p>
<p><b>WEEK 5</b></p> <p><u>Chapters:</u> 29, 30, 31, 37</p>	<p>Medical Emergencies, Special Needs, Sedation, CPR</p>	<p><u>Lab:</u> Vitals, Patient Records, Patient Charting, CPR class, AHA certified instructor</p> <p><u>Internship:</u> 4 hours Vitals/ Sedation Room/ Assisting</p>
<p><b>WEEK 6</b></p> <p><u>Chapters:</u> 32, 33, 34, 35, 36</p>	<p>Review/Mid-term: Four-handed dental assisting Delivering dental instruments, Familiarity with instruments and materials used in dental procedures, restorative treatment, oral surgery, crown/bridge impression taking, temporary fabricating, hemostatic agents, crown types, endodontics, periodontics</p>	<p><u>Lab:</u> Tray Set-up Procedures/Passing instruments</p> <p><u>Internship:</u> 4 hours setting up and breaking down rooms</p>

<p><b>WEEK 7</b></p> <p><u>Chapters:</u> 44, 46,48,49,50,51,52</p>	<p>Mid-term: Written</p> <p>Dental Materials:Introduction to various cements and liners, impression materials and practice in their uses</p>	<p>Mid-Term Lab Practical Exam</p> <p><u>Lab:</u> Impressions, Scanning, Temporaries</p> <p><u>Internship:</u> 4 hours Impressions/ Scanning/ Temporaries</p>
<p><b>WEEK 8</b></p> <p><u>Chapters:</u> 54, 55, 56, 59, 60</p>	<p>Review/Practicum</p> <p>Dental Specialties, Pediatric, Orthodontists, Implants, Endo, Prosthodontist</p> <p>Test</p>	<p><u>Checklist:</u> Know each Procedure, Digital Impressions, Scanning, Know What Materials for each tray set-up</p> <p><u>Lab:</u> Whitening trays, occlusal guards, retainer</p> <p><u>Internship:</u> Assisting 4 hours</p>
<p><b>WEEK 9</b></p> <p><u>Chapters:</u> 61,62,63,64</p>	<p>Business Operating Systems and Career Path: Intro to Scheduling, Billing, Treatment Coordinator</p>	<p><u>Lab:</u> Procedures, Software, Tx Planning</p> <p><u>Internship:</u> TC 4 Hours</p>
<p><b>WEEK 10</b></p>	<p>Professionalism: Dental Career Prep</p>	<p>Proper image, dress, resume building, how to prepare for an interview, questions you may face, do's and don'ts of an interview/ mock Interviews</p> <p><u>Internship:</u> 4 Hours Assisting</p>
<p><b>WEEK 11</b></p>	<p>Make-up/Review//Internship Hours</p>	<p><u>Lab:</u> Scanning, Impression, Materials, Procedures, I/O Photos/Photography</p>
<p><b>WEEK 12</b></p>	<p>Internship Hours</p> <p>Final Written Exam/ Final Lab Practicum</p>	<p>Proficiencies: Sterilization, Vitals, Tooth Charting and Tx Planning, Tray Set-up/Breakdown, Digital Impressions, Scanning. I/O Photos, Procedures and Verbiage, and Procedure Assisting</p>
<p><b>WEEK 13</b></p>	<p>Internship Hours completion</p>	<p>Graduation</p>

### Physical Description of School Facilities:

All classes are taught in a modern state of the art dental office complete with 17 operatories, a sterilization area, business office and reception area. Classes (lecture) will be held in the conference room, next to the kitchen area of the office and lab will be held in the conference room or operatories. Our office is fully handicapped accessible. Equipment available for use: 17 working operatories that include working units with a high-volume evacuator, saliva ejector, two three-way syringes, coupler for a high-speed handpiece and coupler for a slow speed handpiece. A working chair, rheostat, overhead light, computer, water unit and supplies, and x-ray units.

### Transferability of Credits:

Vesper Institute does not accept transfer of credits from another institution, nor can students transfer credits to another institution from here.

- A. **Number of students:** The number of students for any given course may range from 1 to 20, not to exceed 24.
- B. **Nondiscrimination Policy Statement:** Vesper Institute is committed to equal opportunity for education for all persons regardless of race, color, sex, age, national origin, citizenship status (as defined under the Immigration Reform and Control Act), disability, or veteran's status.

### About the Director:

**Joy Cooper, Director (RDH, MBA)** is a graduate of Thomas Jefferson University with a Bachelors of Science of Dental Hygiene, and an MBA from Eastern University. She was a practicing dental hygienist for 10 years before she transitioned to dental sales, education, and dental marketing. She has worked with many of the most elite dental companies such as P&G, Implant Direct, Air Techniques, and OraPharma. She joined the Vesper Institute team in 2022.

### About the Lead Instructor:

**Rachael Skibbe** received her Associate in Science with a focus on Dental Assisting at Northern Michigan Community College and a bachelor's degree from Thomas More University. She has been in the dental field for over thirteen years, working as a dental assistant, office manager, and dental educator. She joined the Vesper institute team in 2022 and is excited to share her knowledge with all incoming students.

Main Campus Location:

Advance Dentistry  
5823 Wooster Pike,  
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